



**CLINTON CO-OPERATIVE CHILDCARE CENTRE INC.**  
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**Board Meeting Agenda**

**Tuesday, September 23, 2025 via Teams @7pm**

**Present:** Nicole Hutchinson, Jill Forman, Toni Thompson, Amy Blake, Amanda Smale, Heather McClinchey

1. **Welcome**
  - a) Motion to start meeting at 7:00pm
    - o Motioned by: Amy                      Second: Toni
2. **Approval of the Agenda**
  - a) Motion to approve the agenda.
    - o Motion by: Toni                      Second: Jill
3. **Business Arising from Past Minutes**
  - a) **Updates to New Program Space** - Receive for information from Amanda
    - o Awaiting on Fire Chief to call back to approve (some trouble in getting a hold of them but Amanda keeps trying)
    - o Once Fire Chief approves then Danielle from County can them license
    - o Space will be call PreSchool3 potential room for 16 Preschoolers or as an Alternative 15 toddlers
4. **Consent Agenda**
  - a) **Motion to approve the Consent Agenda as a whole** (Approval of Past Minutes June 24, 2025 & Executive Director's Report)
    - o Motioned by: Jill                      Second: Toni
      - Training from Ward and Uptigrove was very good. Jen did a great job. Feedback will be given to them by Nicole
5. **Policy Review**
  - a) **Employee Handbook Policies** – Receive for information from Amanda (Accessibility and Workplace Harassment and Violence); ties in with the Respectful Workplace Training at end of September – EPH Updated August 8, 2025
  - b) **Parent Handbook Policies** – no new policies
  - c) **Policies and Procedures** – updated “Playground Safety Policy” specifically “Playground Rotation Schedule” to include our new space (Preschool 3) submitted and approved by Ministry
    - o Danielle at the County has already approved the Playground Safety Policy
6. **New Business**



- o Motion that Chelsea Dawe be voted in effective immediately as a director on the Board of Directors
    - Motion by: Toni                      Second: Jill
  - o Recruiting discussion
    - Work on getting current roles figured out, once the transition period over see what the board is in need of
- e) **Ward & Uptigrove HR Services**
- o Unclear if they are progressive billing or if they are in need of another payment- Heather will clarify
  - o Nicole is going to follow up with Carrie to see if there is any current items they are working on for the Centre and if they are still relevant
  - o As far as Amanda knows there should be no outstanding items with them
  - o May need to reach out to them to help with the remaining staff contracts and new ED contract
- f) **ECE Appreciation Day –**
- o Legacy Funding - For ECE Appreciation Day all Educators will receive a CCCC sweater/tshirt (their choice) and \$100
    - Amy and Jill mentioned that a gift card is a better option as it is not taxable income
    - Give the staff an option of a couple different gift card choices
  - o Center Closed Friday, October 24, 2025 – Educators attending day of learning presented by County of Huron and paid for 8 hours – Parent fees are covered by the County and Heather has template to submit
    - More information to come on what the training will be
    - Training will be held at the Libro Centre in Clinton
- g) **Clinton Raceway Fundraiser**
- o Profit of \$4794.55 profit before paying staff that attended that day
  - o Clinton Raceway very happy with organization
  - o Clinton Raceway has offered to let Centre have the event again on a busier weekend (most likely in summer months)
- h) **Parking Lot –** Letter from Ministry of Education included and receive for information from Amanda
- o Traffic cones are being used as a temporary option
8. **Round Table**
- a) Switching Lilio access to leadership from the Board
  - b) Update CCCC licensing and government accounts with new leadership/board members
    - o Heather will look into and Nicole/Amanda will have to authorize changes
  - c) Admin Access to the CCCC website needs to have the password changed
    - o Heather will do
  - d) Nicole will send out a Board update to all staff so there is transparent communication

- e) Moving forward the Board Meeting on Teams will have motions done verbally and recorded by the Secretary. No motions or voting will be done in the chat for confidentiality reasons.
- f) Special Meetings held by the Board that are InCam will have summary meeting notes provided to the ED for the Board Binder, detailed meeting notes can be kept in the electronic Board file on Teams
- g) Adding a comment/concern/complaints/compliments in staff room at both site for staff to anonymously or personally leave notes to the Board.
  - o hope to provide a presence and facilitate communication to Board members when the majority of us are not on site often
  - o Jill will order and we will get it to both sites as soon as we have the boxes in

9. **Next Meeting Date – October 28, 2025 at 7:00pm**

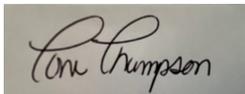
10. **In Cam**

- a) Amanda and Heather left at 8:00pm

11. **Adjournment**

- a) Motion to Adjourn meeting at 8:28pm
  - o Motioned by: Toni                      Second: Jill

Minutes prepared by Toni Thompson (previous Secretary, Vice Chair)

A rectangular box containing a handwritten signature in cursive script that reads "Toni Thompson".